



TEAM ASSISTANT

An opportunity is available to work as the Team Assistant within the Regional Human Resources Office (RHRO) at the U.S. Embassy, Canberra. The successful candidate will provide general clerical and administrative assistance in support of RHRO staff across both the US and Locally Engaged staff programs.

Salary: A\$52,465 p.a. + superannuation benefits
Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Year 12 High School Certificate (US High School Diploma equivalency) is required.
2. At least two years general office administration providing assistance to senior level staff including, but not limited to managing records and filing is required.
3. Level 3 (Working Knowledge) Speaking/Reading/Writing English is required and will be tested.
4. Must have the ability to demonstrate a high proficiency in software applications, including but not limited to MS Office Suite and database maintenance.
5. Must be able to type at least 30 wpm. This is required and will be tested.
6. Demonstrated basic drafting skills in order to respond to requests and inquiries is required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: usaembrhro@state.gov by C.O.B **JANUARY 21, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE: TEAM ASSISTANT	POSITION GRADE LE- 5 (STARTING SALARY A\$52,465)
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DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Provides general clerical and administrative assistance in support of RHRO staff across both the US and Locally Engaged staff programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

Major Duties and Responsibilities

Administrative Support to Locally Engaged & U.S. Staff Programs (100%)

Provides support and/or clerical assistance to RHRO staff with a view to acquiring a basic working knowledge of the Department of State Locally Engaged and U.S. Personnel Programs.

General Clerical Support

Includes, but not limited to:

- responsible for in-stamping and processing all incoming correspondence, assigning action to relevant RHRO staff members.
- Distribution of information to employees, such as cables, notices and adhoc materials.
- Preparing documentation, manuals, handbooks etc.
- Preparing for, and/or conducting, check-in and check-out briefings for U.S. employees.
- Preparing basic reports using information contained in the WebPass or Contacts Database (e.g. 4th July, Gratuities List, Warden Lists).
- Responsible for maintaining, printing and distributing on a monthly basis the Embassy Extension List, Mission LE Home Address List and Mission US Home Address List
- Preparing responses to general correspondence received by the section.
- Assisting with the distribution of information to employees, such as cables, notices and adhoc materials.
- Assisting with Recruitment coordination.

Records Management/Filing

Provide assistance with managing the full range of records and files maintained by RHRO, including electronic files, Management notices and Memorandums, Vacancy Announcements, Incoming and Outgoing Cable Files, RHRO's central subject files,

and official personnel files and Contact Database. Creates new files and retire files in accordance with Department regulations.

Electronic HR

Monitors RHRO's email address for unsolicited enquiries seeking employment with the U.S.G. Prepares the standard response letter, or forwards to the HR Assistant responsible for recruitment if it is about a specific vacancy.

Maintains RHRO's Intranet Site. Updates the sites as new information becomes available, especially Vacancy Announcement Notices. Liaises directly with ISO on any issues or problems with the site. Suggests areas of improvement or additional information that should be included on the site.

Maintains RHRO's electronic data for the EAC, Post Profile, Post Report, E-Travel and E-Services work orders.

Assists, when required, with entering employee information into the post personnel database.

Responsible for entering details on Mission employees and RHRO contacts in the Mission's Contact database.

Timekeeper

Serves the timekeeper for the Regional Human Resources Office, prepares the fortnightly Time and Attendance reports. Collects timesheets, overtime work statements, records attendance and total hours worked by each employee during that two-week period. This includes not only the RHRO staff, but also the Rover Secretaries and Security Escorts. Forwards completed T & A reports to the RHRO for signature, ensures that T & A is received by Payroll Coordinator (P54004) by the deadline, and keeps up-to-date files of the T & A to cross reference data on salary checks.

Procurement Duties

Incumbent is responsible for requisitioning all supplies for the office and preparing work orders for submission to GSO.

Serves as the Government Purchase Cardholder for HR Section with single purchase limit of USD\$3,000; total expenditure authorization of USD\$50,000 per month.

Makes approved/authorized purchases as required within single purchase limit and monthly funding ceiling allocation amount. Enters procurement request details for each transaction into the Integrated Logistics Management System (ILMS) Ariba database for approval. Resolves any transaction disputes or discrepancies in a timely manner. Reconciles Citibank purchase card statements on a monthly basis within 5 days of receipt. Forwards reconciled statements and supporting documentation to Approving Official for review and approval. After approval, sends

original documentation to FMC for payment and maintains a copy for file. Undertakes purchase card refresher training every 2 years.

Staff Meetings

Coordinates and schedules RHRO's weekly staff meeting. Takes notes during the meeting and prepares the minutes for distribution to all staff members.

Back-up and Miscellaneous Duties

Provide back-up assistance to cover in the absence of RHRO staff members.

Other duties as directed.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Year 12 High School Certificate (US High School Diploma equivalency) is required.
2. At least two years general office administration providing assistance to senior level staff including, but not limited to managing records and filing is required.
3. Level 3 (Working Knowledge) Speaking/Reading/Writing English is required and will be tested.
4. Must have the ability to demonstrate a high proficiency in software applications, including but not limited to MS Office Suite and database maintenance.
5. Must be able to type at least 30 wpm. This is required and will be tested.
6. Demonstrated basic drafting skills in order to respond to requests and inquiries is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS C.O.B JANUARY 21, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References